

**WAKE COUNTY
FIRE COMMISSION
Thursday, May 20, 2021**

Adopted Minutes

(Audio Replays of the meeting are available upon request)

A virtual meeting of the Wake County Fire Commission was held on Thursday, May 20, 2021 at 7:00 PM.

CALL MEETING TO ORDER

Fire Commission Chairman Chief Keith McGee called the meeting to order.

The following members were present: Chairman Chief Keith McGee, Commissioner Matt Calabria, Commissioner Maria Cervania, Chief Tony Mauldin (South Region), Chief Tim Pope (North Region), Chief Brian Staples (East Region), Chief Chris Perry (East Region), Lucious Jones (Citizen/Consumer), Billy Myrick (Citizen/Consumer), Satish Garimella (Citizen/Consumer), Bob Stagg (Citizen/Consumer) and Bob Overton (Citizen/Consumer).

The following County officials and staff were present: Fire Services Director Darrell Alford, Wake County Chief Operating Officer Johnna Sharpe, Fire Services Deputy Director Joe Vindigni, Fire Services Business Officer Diana McBride, Budget Analyst Aaron Brown and Fire Services Logistics Manager Bud Davenport.

Fire Commission Chairman Chief Keith McGee called the meeting to order at 7:00pm. He also provided the invocation and led the group with the pledge of allegiance.

ITEMS OF BUSINESS

**ADOPTION OF THE APRIL 15, 2021 SPECIAL CALLED FIRE COMMISSION
MEETING MINUTES**

A motion to approve and adopt the April 15, 2021 Special Called Fire Commission Meeting minutes was made by Bob Stagg and seconded by Bob Overton. The motion was carried unanimously by the Fire Commission.

APPROVAL OF AGENDA

Wake County Fire Services Director Darrell Alford requested to move the public comment relating to the restructuring of the Fire Commission to be read before the presentation of the restructuring of the Fire Commission membership agenda item. A motion was made by Chief

Brian Staples to approve the agenda with the requested change. The motion was seconded by Commissioner Matt Calabria and was carried unanimously by the Commission.

REGULAR AGENDA

APPOINTMENTS TO HEALTH & WELLNESS COMMITTEE

Director Alford presented the Southern region's request to appoint Zach Johnson as primary and John Booth as alternate to the Health and Wellness Committee. Chairman Chief McGee made the appointments as requested.

PUBLIC COMMENTS

Director Alford share Northern Wake Fire Department's public comment regarding their concern of possible unequal representation for property owners of unincorporated areas. (Public comment attached)

PRESENTATION ON RE-STRUCTURE OF THE FIRE COMMISSION MEMBERSHIP

The proposed restructure of the Fire Commission membership presentation was presented to and supported by the Fire Commission Administrative Committee. The proposed changes consisted of:

- 1 Municipal Manger as a primary and 1 Alternate to be selected from the 9 participating cost share Towns. This position will serve a one-year term and cannot serve consecutive terms. The Alternate will move to the primary at the end of the one-year term
- 1 Chairman of a Not-for-Profit Board of Directors and 1 Alternate to be selected from the 8 Fire Departments. This position will serve a one-year term and cannot serve consecutive terms. The Alternate will move to the primary at the end of the one-year term
- Realignment of the North Region to include Rolesville. Currently the North Region only has 3 representative departments. This would provide the North Region with 4, which equals the West and South. This leaves the East with 5 current departments.
- Citizen Representatives must live in unincorporated Wake County or within the corporate limits of a participating municipal in the Tax District. These may be Board Members of a Fire Department or Municipal Council. Serves 2 Year Terms
- Board of Commissioners Seat becomes Non-Voting member of the Fire Commission
- A Town or Not for Profit agency may not be represented by more than 2 members on the Fire Commission at one time

The Commission discussed the proposed changes. It was suggested to add language to ensure unincorporated and municipal boundaries have balanced representation. Commissioner Calabria expanded on the topic and shared that at the Board of Commissioners level, language would be added around striving for diversity and balance. A motion was made by Lucious Jones to approve the changes to the Fire Commission membership and additional language to include diversity and

balance. The motion was seconded by Bob Stagg and was unanimously carried by the Commission.

DISCUSS MEETING OPTIONS (VITRTUAL OR IN PERSON)

The Commission discussed whether to continue meeting virtually or in-person. The consensus of the group is to plan on meeting in-person since switching to virtual would be less of a disruption for members to attend.

INFORMATION AGENDA

FIRE TAX DISTRICT FINANCIAL REPORT

Wake County Budget and Management Analyst, Aaron Brown reviewed the current financials with the Fire Commission and opened the floor for questions. The Fire Commission did not have any questions.

WAKE COUNTY FIRE TAX DISTRICT
FY 2021 SYSTEMWIDE OPERATING FINANCIAL REPORT
As of May 14, 2021

Revenue Source/ Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
T127 NC DMV Taxes	-	-	1,970,791	-	1,970,791	1,970,791	(1,970,791)	-
T128 Refunds of NC DMV Taxes	-	-	(7,516)	-	(7,516)	(7,516)	7,516	-
T200 Special District Taxes	29,595,000	29,595,000	27,425,136	-	27,425,136	27,425,136	2,169,864	92.7
C494 Other Local Governments & Non Profits	-	140,000	200,000	-	200,000	200,000	(60,000)	142.9
N132 Interest - NCDOT - DMV Taxes	-	-	888	-	888	888	(888)	-
N140 Market vs Cost Investment Difference	-	-	(9,240)	-	(9,240)	(9,240)	9,240	-
N150 Interest Income/Pooled Funds	51,000	51,000	14,089	-	14,089	14,089	36,911	27.6
Total Revenues	29,646,000	29,786,000	29,594,148	-	29,594,148	29,594,148	191,852	99.4%

Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
2118 MEDICAL SERVICES - EMPLOYEE MEDICAL EXAM	220,000	220,000	98,058	69,187	98,058	167,245	52,755	44.6
2185 Systems Software/Hardware Licensing and Maintenance Fees	41,000	41,000	-	-	-	-	41,000	0.0
2406 CONTRACTED SERVICES	115,000	115,000	12,113	-	12,113	12,113	102,887	10.5
3117 Computer Software Fees	19,000	19,000	21,382	-	21,382	21,382	(2,382)	112.5
3127 OFFICE SUPPLIES	-	-	110	-	110	110	(110)	0.0
3162 Vehicle Upfitting Parts	28,100	28,100	-	-	-	-	28,100	0.0
3615 Cellular Voice and Data Service	77,600	77,600	62,623	-	62,623	62,623	14,977	80.7
3617 DISPATCH SERVICE	308,000	308,000	293,237	-	293,237	293,237	14,763	95.2
3714 MAINTENANCE AND REPAIR OF EQUIPMENT	5,000	5,000	321	-	321	321	4,679	6.4
4208 CITY OF RALEIGH HAZMAT PROGRAM	91,000	91,000	90,617	-	90,617	90,617	383	99.6
4224 NC DEPT OF NRCD - FORESTRY	70,674	70,674	51,488	22,912	51,488	74,400	(3,726)	72.9
4428 MISC CHARGES FROM OTHER DEPT/DIV	186,032	186,032	-	-	-	-	186,032	0.0
4446 800mhz charges from other dept	161,000	161,000	120,372	-	120,372	120,372	40,628	74.8
4447 CAD charges from other dept	41,000	41,000	10,046	-	10,046	10,046	30,954	24.5
4758 MV Tax Collection Costs	59,150	59,150	51,875	-	51,875	51,875	7,275	87.7
6113 Vehicle Replacements	-	-	191	-	191	191	(191)	0.0
7102 LEASE PRINCIPAL - DEBT SERVICE	-	-	709	483	709	1,192	(1,192)	0.0
9109 Transfer to Debt Service from Fire Tax	1,381,560	1,381,560	-	-	-	-	1,381,560	0.0
9128 Transfer to Fire Tax CIP	1,687,000	1,687,000	1,687,000	-	1,687,000	1,687,000	-	100.0
Department Appropriations	25,154,884	25,294,884	23,208,859	2,086,025	23,208,859	25,294,884	-	92
Total Expenditures	29,646,000	29,786,000	25,709,002	2,178,606	25,709,002	27,887,608	1,898,392	86.3%

**WAKE COUNTY FIRE TAX DISTRICT
FY 2021 DEPARTMENT APPROPRIATIONS
As of May 14, 2021**

Unit Name	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
Apex FD	1,242,107	1,242,107	1,138,598	103,509	1,138,598	1,242,107	-	92
Cary FD	50,000	50,000	50,000	-	50,000	50,000	-	-
Durham Highway FD	932,439	932,439	854,736	77,703	854,736	932,439	-	92
Eastern Wake FD	1,850,483	1,990,483	1,836,276	154,207	1,836,276	1,990,483	-	92
Fairview FD	1,814,774	1,814,774	1,663,543	151,231	1,663,543	1,814,774	-	92
Fuquay Varina FD	1,986,039	1,986,039	1,820,536	165,503	1,820,536	1,986,039	-	92
Garner FD	2,345,943	2,345,943	2,150,448	195,495	2,150,448	2,345,943	-	92
Holly Springs FD	681,150	681,150	624,388	56,763	624,388	681,150	-	92
Hopkins FD	1,037,081	1,037,081	950,757	86,324	950,757	1,037,081	-	92
Morrisville FD	787,833	787,833	722,180	65,653	722,180	787,833	-	92
Northern Wake FD	3,530,500	3,530,500	3,242,242	288,258	3,242,242	3,530,500	-	92
Rolesville FD	664,877	664,877	609,471	55,406	609,471	664,877	-	92
Swift Creek FD	849,885	849,885	779,061	70,824	779,061	849,885	-	92
Wake Forest FD	1,524,053	1,524,053	1,397,049	127,004	1,397,049	1,524,053	-	92
Wake-New Hope FD	1,789,348	1,789,348	1,640,236	149,112	1,640,236	1,789,348	-	92
Wendell FD	2,666,968	2,666,968	2,444,721	222,247	2,444,721	2,666,968	-	92
Western Wake FD	828,557	828,557	759,511	69,046	759,511	828,557	-	92
Zebulon FD	572,847	572,847	525,110	47,737	525,110	572,847	-	92
Total	25,154,884	25,294,884	23,208,859	2,086,025	23,208,859	25,294,884	-	92%

**WAKE COUNTY FIRE TAX DISTRICT
CAPITAL FUND BALANCE REPORT
As of May 14, 2021**

Division 8420 Fire Facilities

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
045F	New Stations	8420V0100	\$455,000.00	\$455,000.00	\$0.00	\$455,000.00	\$0.00	\$0.00	-	\$0.00	\$455,000.00	\$455,000.00
049F	Garner #4, Fire Tax Portion	8420V0100	\$1,953,539.13	\$1,892,539.13	\$61,000.00	\$1,953,539.13	\$1,953,539.13	\$0.00	-	\$1,953,539.13	(\$0.00)	(\$61,000.00)
050F	Wendell Falls Station, Fire Tax Portion	8420V0100	\$4,360,714.10	\$4,360,714.10	\$0.00	\$4,360,714.10	\$4,198,865.47	\$8,000.00	-	\$4,206,865.47	\$153,848.63	\$153,848.63
057F	Fire Planned Facility Repairs	8420V0100	\$1,596,153.38	\$1,596,153.38	\$0.00	\$1,596,153.38	\$1,382,532.13	\$210,652.31	-	\$1,593,184.44	\$2,968.94	\$2,968.94
111F	Fire Planned Facility Repairs & Renovations - FY20	8420V0100	\$254,000.00	\$277,706.00	(\$23,706.00)	\$254,000.00	\$198,880.09	\$26,727.49	-	\$225,607.58	\$28,392.42	\$52,098.42
119F	Fire Planned Facility Repairs & Renovations - FY21	8420V0100	\$226,000.00	\$226,000.00	\$0.00	\$226,000.00	\$109,197.74	\$81,540.19	-	\$190,737.93	\$35,262.07	\$35,262.07
Total Division 8420 Fire Facilities			\$8,845,406.61	\$8,808,112.61	\$37,294.00	\$8,845,406.61	\$7,843,014.56	\$326,919.99	-	\$8,169,934.55	\$675,472.06	\$638,178.06

Division 8430 Fire Fighting Equipment

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
041F	CONTINGENCIES & GRANT MATCHES	8400P0100	\$131,603.00	\$131,603.00	\$0.00	\$131,603.00	\$114,508.54	\$0.00	-	\$114,508.54	\$17,094.46	\$17,094.46
066F	Fire SCBA's	8430V0300	\$1,900,800.57	\$1,900,800.57	\$0.00	\$1,900,800.57	\$1,856,163.36	\$0.00	-	\$1,856,163.36	\$44,637.21	\$44,637.21
073F	Pager Replacements	8430V0300	\$801,603.70	\$801,603.70	\$0.00	\$801,603.70	\$539,044.07	\$0.00	-	\$539,044.07	\$262,559.63	\$262,559.63
107F	Turnout Gear - FY20	8430V0300	\$308,000.00	\$308,000.00	\$0.00	\$308,000.00	\$234,893.67	\$40,442.07	-	\$275,335.74	\$32,664.26	\$32,664.26
108F	Fire Defibrillators - FY20	8430V0300	\$75,000.00	\$75,000.00	\$0.00	\$75,000.00	\$49,543.71	\$0.00	-	\$49,543.71	\$25,456.29	\$25,456.29
115F	Turnout Gear - FY21	8430V0300	\$365,000.00	\$365,000.00	\$0.00	\$365,000.00	\$168,136.99	\$73,753.40	-	\$241,890.39	\$123,109.61	\$123,109.61
116F	Fire Defibrillators - FY21	8430V0300	\$98,000.00	\$98,000.00	\$0.00	\$98,000.00	\$42,650.00	\$0.00	-	\$42,650.00	\$55,350.00	\$55,350.00
117F	Fire Thermal Imaging Cameras - FY21	8430V0300	\$56,000.00	\$56,000.00	\$0.00	\$56,000.00	\$44,280.96	\$0.00	-	\$44,280.96	\$11,719.04	\$11,719.04
118F	Fire Small Capital - FY21	8430V0300	\$168,000.00	\$168,000.00	\$0.00	\$168,000.00	\$150,002.95	\$12,499.25	-	\$162,502.20	\$5,497.80	\$5,497.80
122F	Pagers & Infrastructure	8430V0300	\$424,000.00	\$424,000.00	\$0.00	\$424,000.00	\$0.00	\$120,486.00	-	\$120,486.00	\$303,514.00	\$303,514.00
Total Division 8430 Fire Fighting Equipment			\$4,328,007.27	\$4,328,007.27	\$0.00	\$4,328,007.27	\$3,199,224.25	\$247,180.72	-	\$3,446,404.97	\$881,602.30	\$881,602.30

Division 8440 Fire Apparatus

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
054F	General Fire Apparatus	8440V0100	\$324,214.97	\$324,214.97	\$0.00	\$324,214.97	\$145,099.06	\$24,729.38	-	\$169,828.44	\$154,386.53	\$154,386.53
056F	Fire Small Vehicles	8440V0100	\$967,322.04	\$967,322.04	\$0.00	\$967,322.04	\$911,301.57	\$0.00	-	\$911,301.57	\$56,020.47	\$56,020.47
089F	Apparatus Emergency Repairs	8440V0100	\$375,000.00	\$375,000.00	\$0.00	\$375,000.00	\$322,147.61	\$0.00	-	\$322,147.61	\$52,852.39	\$52,852.39
091F	FY18 Large Apparatus - Rural	8440V0100	\$1,294,581.00	\$1,294,581.00	\$0.00	\$1,294,581.00	\$1,230,887.00	\$0.00	-	\$1,230,887.00	\$63,694.00	\$63,694.00
095F	Cost Share apparatus debt payments	8440V0100	\$317,131.74	\$317,131.74	\$0.00	\$317,131.74	\$278,310.96	\$8,718.75	-	\$287,029.71	\$30,102.03	\$30,102.03
103F	FY20 Large Apparatus - Rural	8440V0100	\$1,789,053.00	\$1,789,053.00	\$0.00	\$1,789,053.00	\$1,349,155.00	\$439,898.00	-	\$1,789,053.00	\$0.00	\$0.00
104F	FY20 Large Apparatus - Municipal	8440V0100	\$135,102.00	\$135,102.00	\$0.00	\$135,102.00	\$55,000.00	\$0.00	-	\$55,000.00	\$80,102.00	\$80,102.00
106F	Small Vehicles - FY20	8440V0100	\$93,000.00	\$93,000.00	\$0.00	\$93,000.00	\$66,934.62	\$16,444.86	-	\$83,379.48	\$9,620.52	\$9,620.52
112F	FY21 Large Apparatus-Cash	8440V0100	\$80,000.00	\$80,000.00	\$0.00	\$80,000.00	\$0.00	\$0.00	-	\$0.00	\$80,000.00	\$80,000.00
120F	FY21 Large Apparatus-Debt	8440V0100	\$1,394,000.00	\$1,394,000.00	\$0.00	\$1,394,000.00	\$0.00	\$1,368,768.00	-	\$1,368,768.00	\$25,232.00	\$25,232.00
121F	Northern Wake Tanker Replacement	8440V0100	\$380,000.00	\$380,975.00	(\$975.00)	\$380,000.00	\$0.00	\$337,058.00	-	\$337,058.00	\$42,942.00	\$43,917.00
Total Division 8440 Fire Apparatus			\$7,149,404.75	\$7,150,379.75	(\$975.00)	\$7,149,404.75	\$4,358,835.82	\$2,195,616.99	-	\$6,554,452.81	\$594,951.94	\$595,926.94

Division 8499 Fire Capital Uncommitted

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
098F	Garner Station #4 Interlocal Agreement	8490V0100	\$180,500.00	\$305,000.00	(\$124,500.00)	\$180,500.00	\$0.00	\$0.00	-	\$0.00	\$180,500.00	\$305,000.00
099F	Fire Capital Uncommitted	8490V0100	(\$0.00)	\$3,518,224.19	(\$3,518,224.19)	\$0.00	(\$1,472.00)	\$0.00	-	(\$1,472.00)	\$1,472.00	\$3,519,696.19
Total Division 8499 Fire Capital Uncommitted			\$180,500.00	\$3,823,224.19	(\$3,642,724.19)	\$180,500.00	(\$1,472.00)	\$0.00	-	(\$1,472.00)	\$181,972.00	\$3,824,696.19
Total Department 84 Fire And Rescue CIP			\$20,503,318.63	\$24,109,723.82	(\$3,606,405.19)	\$20,503,318.63	\$15,399,602.63	\$2,769,717.70	-	\$18,169,320.33	\$2,333,998.30	\$5,940,403.49
Total Fund: 4400 Fire CIP			\$20,503,318.63	\$24,109,723.82	(\$3,606,405.19)	\$20,503,318.63	\$15,399,602.63	\$2,769,717.70	-	\$18,169,320.33	\$2,333,998.30	\$5,940,403.49

STANDING COMMITTEE UPDATES

Administrative Subcommittee:

No report.

Apparatus Subcommittee:

Ben Griffin reported that the committee met last Thursday. The FY21 engines are in progress and are behind schedule due to COVID; the expected delivery is August/September. The FY22 commercial cab tankers purchase is underway for Knightdale and Durham Highway. Small vehicles will be purchased next year. Ben also mentioned the addition of the decontamination shower on apparatus.

Budget Subcommittee:

No report.

Communications Subcommittee

No report.

Equipment Subcommittee:

No report.

Facilities Subcommittee:

No report.

Training Subcommittee:

Fire Services Deputy Director Joe Vindigni will work on revamping the training committee. The Committee is expected to be established by the next Commission meeting.

Director Alford reported that the academy currently has 12 recruits set to graduate on the 25th, 9 is believed to have positions upon graduating.

Volunteer Recruitment & Retention Subcommittee

No report.

Health and Wellness Subcommittee

Chairman Chief McGee praised the addition of decontamination showers on apparatus as this is in line with the goals of the Health and Wellness Committee.

CHAIR REPORT

Chairman Chief McGee praised Scott Pearson, an off-duty Captain for Apex Fire who rescued an elderly lady and assisted with the rescue of her husband from a structure fire.

FIRE SERVICES REPORT

Director Alford warned the Commission of issues with switching phone, cable, or internet providers. Due to switching from analog to digital, fire panels are not receiving the signal, causing the panel to be replaced.

Lastly, after 15 months Fire Services and Emergency Management is fully back from assisting Public Health with COVID efforts.

GOOD OF THE GROUP

Commissioner Calabria delivered a heartfelt message of gratitude to Fire Services for their assistance with the COVID vaccine efforts at the PNC arena. He also presented to each fire department a framed aerial view picture of PNC during one of the busiest days of the operation. In 42 days, over 87 thousand vaccines were administered.

ADJOURNMENT

The meeting was adjourned by Chief McGee at 8:14pm.



Northern Wake Fire Department

11713 Six Forks Road

Raleigh, NC 27614

Ph: (919) 847-3858

Fax: (919) 847-3892

www.northernwakefire.org

May 18, 2021

Members of the Wake County Fire Commission:

On behalf of our Corporate Board of Directors, please accept this letter as Public Comment for the May 20, 2021 Agenda, specifically the item entitled Fire Commission Membership Changes.

We commend Wake County's efforts in trying to strengthen its public safety partnerships, while engaging the community in defining the County's future. We also support the Board of Commissioner's goals of diversity, equity, and inclusion.

We support the Fire Commission restructuring plan and we appreciate the inclusion of a Not-For-Profit Board President on the Commission. However, we do have fundamental concerns regarding the possibility that exists for unequal representation of the unincorporated property owners. This concern is based upon the definitions being recommended under Section III. Membership and Composition of the Fire Commission's Rules of Procedure.

As you are aware, all property owners in the unincorporated areas of Wake County (except for the Northwest corner of Wake County), pay a special tax for the provision fire and emergency services. This special tax creates approximately \$30 million in special tax revenues. While the Board of Commissioners have full control over how these special tax revenues are expended, recommendations come from an advisory committee (Fire Commission). To meet the stated goal of diversity, equity, and inclusion, would it not seem reasonable to expect that those either paying the special tax or receiving the services, to have majority input into the recommendations that go forward to the Board of Commissioners?

Once again, our concern is that based upon the definitions being recommended. As currently worded, the makeup of the Fire Commission could easily become unbalanced, which could lead to poor representation of the those that provide the special tax revenues and receive the services being delivered. If changes in the recommended definitions are not made, we would trust that the Board of Commissioners would work very closely with the Director of Fire Services, when vetting future Fire Commission representatives.

Sincerely,

A handwritten signature in black ink, appearing to read "G. Vickerson".

Gary Vickerson
President
Board of Directors

Cc: Tyler Carpenter, David Spitz, Sim Wilford, Becky Holt, Frank Ragsdale, Hal Atkinson, Steve Kirton, Brian Dillard, Jack Hussey, Jason Ford, Charles Brown, Sherrod Warwick